

Warwick Pre-University Summer School

3-13 July 2018

Introduction

The [Warwick Pre-University Summer School](#) is a ten-night academic enhancement programme for 16-18 year old students wishing to engage with like-minded peers from around the world. Students will spend 7 nights on the Warwick campus and 3 nights in London. At Warwick, they will undertake an academic programme in Economics and Finance, develop personal effectiveness including leadership and communication skills, experience guest lectures and a fun social programme. They will then move to London where they will stay on the St Mary's University campus for 3 nights and experience an industry visit, London sights, West End theatre visit and reception in the Shard.

We are looking for students to work for the duration of the Summer School programme including the London elements in order to accompany the students and ensure our safeguarding responsibilities are met.

Student Ambassador Duties

- Be a positive role model and lead by example at all times during the programme.
- To represent the University of Warwick professionally and to adhere to child protection guidelines in accordance with the staff code of conduct and help to ensure your fellow ambassadors do likewise.
- Take charge of an assigned team of Pre-University students (no more than 5/6) for the duration of the Summer School including overnight. In the main, ambassadors will be responsible for the students during breakfast and in the evenings as well as staying overnight.
- Monitor behaviour and ensure the Code of Conduct is adhered to at all times by the Pre-University students when responsible for the students.
- Support in the running of sessions, trips and social events at various stages during the Summer School.
- Engage with the students where possible and talk through your experiences of applying to university, student life, your career aspirations and encourage the students to achieve their full potential and actively participate in the Summer School.
- Be responsible for time keeping for your team and ensure you and all team members stick to the timetable at all times.
- Report any incidents which occur to a member of the staff team immediately; this includes any incidents involving other ambassadors as well as the Pre-University students.
- Assist the staff team with general duties and tasks.
- Work closely with and communicate effectively with Summer School staff team

- Undertake an enhanced Disclosure and Barring Service (DBS) check (cost covered by Warwick in London) if you do not already have a current one suitable for paid work.

Working Hours

The course is running from Tuesday 3rd July 2018 until Friday 13th July 2018. Although there are only a few hours of work per day, Student Ambassadors will be required to stay overnight in student halls of residence and be “on call” for any emergencies that may occur.

There will also be a 2 hour orientation session ahead of the programme (to be arranged) for training purposes.

Please note, you must be able to commit to the whole programme.

Pay

You will receive a lump sum payment of £1000 for this position which will be agreed and paid through the university payroll office.

Accommodation / Travel/ Food / Refreshments

Your accommodation will be located in the ‘Tocil’ residences on the Warwick campus and will be available for you from 3- 10 July. You will be able to ‘check in’ to your room on Tuesday 3 July.

From here, you will travel by coach to London, where you will stay in ‘Wiseman’ residences at St Mary’s University campus in Twickenham. Your room will be available from 10-13 July.

Warwick in London will arrange your transport via train back to campus on Friday 13 July.

All meals will be provided for you, from lunch on Tuesday 3 July, through to lunch on Friday 13 July.

Personal Specification

Ideally you should satisfy most, if not all, of the following:

Essential

- You will be a current undergraduate or postgraduate Warwick student
- You are currently or have been a student ambassador or worked for the Widening Participation team or undertaken mentoring
- You have worked with young people before and understand the safeguarding challenges when working with minors
- You will have excellent time management and organisational skills
- You can show evidence of team working skills and taking initiative



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- You have excellent communication and interpersonal skills and the ability to adapt communication to suit a younger audience.
- You are able to work independently

Desirable

- To have worked on a residential programme before

How to apply

Please submit your CV and a completed application form to Rachael Brogan, r.brogan@warwick.ac.uk by 5pm on 21st May 2018.

Disclosure and Barring Service

Please note: if your application is successful, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service as this role involves working with young people under the age of 18. The cost of this will be met by Warwick in London.